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Personnel

**RELATIONSHIP OF CIVILIAN PERSONNEL
OFFICER TO CENTER COMMANDER**

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OPR: HQ AFMC/DPCC
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Supersedes AFMCPD 36-4, 24 Nov 1998

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This directive establishes the operational relationship between the Civilian Personnel Officer (CPO) and the center commander within the context of the formal objective wing configuration established by AFI 38-101, 1 July 1998.

SUMMARY OF REVISIONS

This directive amends/updates AFMC Policy Directive 36-4, 24 November 1998.

1. This policy clarifies the reporting relationships of CPOs to center commanders to recognize their expanded role in AFMC business-based operations. CPOs, regardless of location, serve as key technical advisors and staff members who must have direct access to senior management. Many of the issues worked by CPOs have center-wide impact and are extremely time - and cost - sensitive.
2. CPOs will report directly to center commanders in matters such as appointing authority, labor relations, affirmative action, resource management, policy, process and/or advisory issues, as well as any other matters that are tasked directly to the CPO by the center staff for execution. The rating official for the CPO will be determined locally within the chain of command such as the Executive Director or Wing Commander, however, the center commander will serve as the reviewing official. At activities which are not physically located in the same commuting areas with the center commanders (e.g., Brooks and Kirtland AFB CPOs), the CPO will report directly to the wing commander in the same matters as mentioned above in this paragraph. In these instances, the wing commander will also be the reviewing official.
3. The Civilian Personnel Office will remain organizationally aligned in accordance with the objective wing configuration for other administrative matters and operational support (**Attachment 1**). In this way, the CPO is recognized as a key member of the center management team, and the organizational integrity of the objective wing structure is maintained. The CPO will be “dual-hatted” in that he/she will report to both the group/wing and the center staff as the Civilian Personnel advisor to the center commander. A “dotted-line” relationship will exist between the CPO and the center commander to depict the advisory

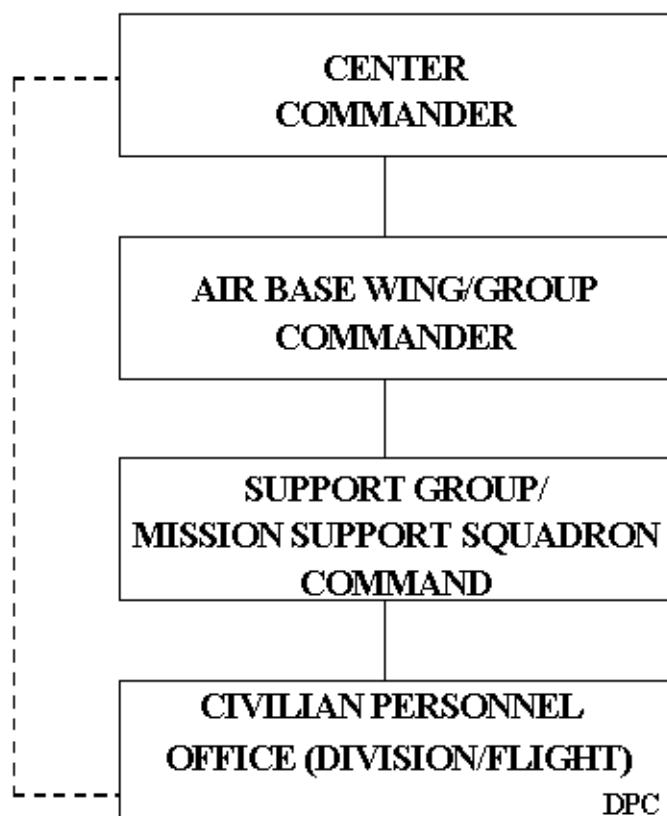
role the CPO has with respect to the center commander. This relationship will be reflected in locally developed Center Organization Charts.

4. Due to the importance of the CPO position to the success of the center and command missions, center selecting officials will coordinate CPO selections with HQ AFMC/DPC before extending offers or making public announcements .

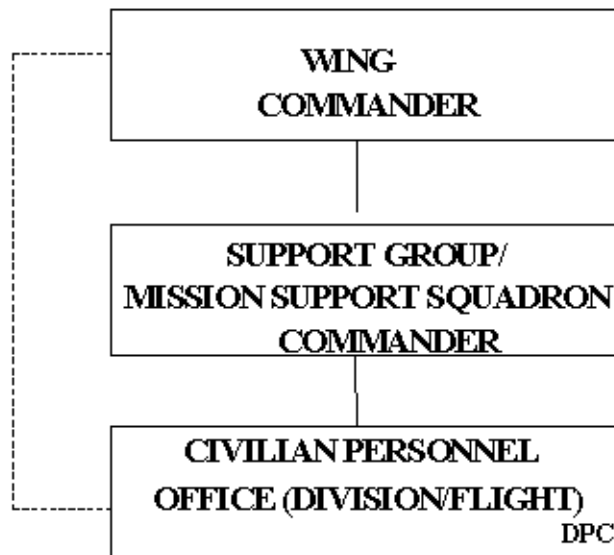
STEVE N SMITH
Director of Personnel

Attachment 1

AFMC APPROVED ALIGNMENT-CENTER COMMANDER



* Civilian Personnel Officer is a member of the Center Commander's immediate staff. Reports to the Center Commander on matters such as appointing authority, resources, labor relations, affirmative action and other policy, process and advisory issues.

Attachment 2**EXCEPTION - ALIGNMENT TO ABW****(For Civilian Personnel Flights Not Physically Located With Center Commander)**

* Civilian Personnel Officer is a member of the Wing Commander's immediate staff. Reports to the Wing Commander on matters such as appointing authority, resources, labor relations, affirmative action and other policy, process and advisory issues.